

August 25, 2005

WEST VIRGINIA BULLETIN NO. WV360-5-28

SUBJECT: PER – Performance Award Nomination Procedures
and Due Dates

Purpose: To notify all employees of recognition procedures and
deadlines for FY-2005 Performance Awards.

Expiration Date: This bulletin expires after contents are noted.

Action Requested By: October 7, 2005

The following outline details procedures to follow when recognizing staff members for their excellent accomplishments to the agency mission in FY-2005:

1. OUTSTANDING PERFORMANCE AWARDS

The employee performance rating system is not designed to describe any positive performance other than “Results Achieved.” However, this is not to deter us from recognizing and nominating employees who have performed their duties with outstanding results. I will conduct this award in the traditional manner.

- (a) Prepare and submit to my office your nominations for Outstanding Performance by **Friday, October 7, 2005**. I am available to discuss your consideration of nominations before you prepare your justification if you wish.
- (b) Outstanding performance nominations can only be received from the nominee's supervisor and are determined solely by the State Conservationist. This must be completed prior to discussion of individual rating with the employee. The Performance Appraisal must document how the employee exceeded the standard and

must accompany the written recommendation.

- (c) Written justifications are to follow the outline given in Appendix B, USDA Guide for Employee Recognition (<http://www.usda.gov/da/employ/recog.htm>)
- (d) Supervisors are to prepare a short statement to be included on the Award Certificate given to the employee. This statement should briefly expound on why the award is being presented. As space is limited, keep the statement to a few lines.

2. ALL OTHER CASH AWARDS

For FY-2005, all other awards will be grouped into a single category. All employees may participate in preparing nominations for consideration. You may nominate employees you supervise, or any other staff member(s) whose contributions to the mission of our agency you are aware of and you believe are worthy of recognition. Procedures for this category are:

- (a) Prepare written justification as outlined in Appendix B, USDA Guide for Employee Recognition. You may nominate an individual employee or workgroup of staff members.
- (b) Similar to the Outstanding Performance Award, a Cash Award for Superior Performance can only be nominated by the employee's supervisor. All other cash awards may originate with any employee. Employees may not nominate their supervisors. Elements in the Performance Appraisal where the employee has exceeded the Results Achieved level should be documented.
- (c) Submit your nomination to the employee's supervisor. If the supervisor concurs, submit through appropriate channels. Supervisors are to comment on nominations they receive for the purpose of providing clarification and strength to the substance of the written justification. If necessary, the nomination writer should be given an opportunity to revise the nomination with information from the supervisor.
- (d) All nomination write-ups (with the exception of Outstanding) are to be received by Larry Sargent, Human Resources Manager, by close of business **Friday, October 7, 2005**. Larry will coordinate the process of receiving comments from the appropriate Principal Staff and Assistant State Conservationists. The Assistant State

Conservationists and Principal Staff Members are to provide their comments and return all information to Larry by close of business **Monday, October 17, 2005**. The nominations will be prepared for review by the Awards Committee.

- (e) The Awards Committee will provide me with recommendations for each nomination. All recommendations are required to have full consensus of the committee. Nominations without consensus are determined solely by the State Conservationist. If a member of the Awards Committee is nominated, they will come to me for review.
- (f) Supervisors are to prepare a short statement to be included on the Award Certificate given to the employee. This statement should briefly expound on why the award is being presented. As space is limited, keep the statement to a few lines. Employees receiving Spot Awards do not receive Award Certificates. These awards should be given throughout the year and are not sent to the Awards Committee for review.
- (g) Those who nominate and those who comment on nominations are responsible to maintain complete confidentiality. If you have a strong feeling about a nomination and its written justification, please limit your discussion with the appropriate Principal Staff member or myself.

3. CAREER SERVICE HONORS

NRCS will recognize all employees for years of service of 10, 20, 25, 30, 35 and 40 years.

4. EMPLOYEE RECOGNITION MEETINGS

Special funding of award meetings is not provided. Each administrative area and staff office staff is to distribute this year's awards at regularly scheduled staff meetings prior to the end of the calendar year.

All employees who receive a "Results Achieved" rating are eligible for recognition. I remind all supervisors of their responsibility to recognize exemplary work by the staffs, and I encourage all employees who have witnessed an excellent, mission-oriented accomplishment, to recognize the excellent work by submitting their nomination.

Be diligent to follow-up on your nomination. Consider the necessary comment time your nomination will require prior to being received by the

Human Resources Office and plan accordingly. The date deadlines are to ensure timely preparation and processing of cash awards. Late nominations cannot receive consideration. If you need any clarification of recognition issues, please contact Larry Sargent at (304) 284-7599.

/s/

RONALD L. HILLIARD
State Conservationist

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